

# **Board Study Session & Business Meeting (Tuesday, November 12, 2013)**

*Generated by Shelley R Shelton on Wednesday, November 13, 2013*

## **Members present**

Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

## **Staff members present**

Superintendent Keith Rittel; Asst. Superintendent Ray Morgan; Executive Director of Elementary Education Gaye Gibbs; Executive Director of Student Services Gary Wilson; Executive Assistant Shelley Shelton

## **Staff members excused**

Business Administrator Kerry Smith; Executive Director of Human Resources Melissa Frost

## **Guests**

Christy Giblon & Kathy Giles, Provo Education Association; Lisa Pulver, Provo Education Support Professionals; Chad Duncan, Technology Director; Darin Loertscher and Josh Espinoza, Tech Support; Morgan Anderson, Special Education Director; Caleb Price, Public Relations and Communications Coordinator; Jim Blair, Board Candidate

## **Meeting called to order at 5:05 PM**

# **1. 5:00 - 7:00 p.m. Study Session**

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A. Welcome: President Michelle Kaufusi

B. Roll Call

## **C. Bond Open House Talking Points (5 min.)**

Caleb Price, Public Relations and Communications Coordinator, shared talking points for board members to review prior to the bond open houses for the 5 schools to be rebuilt. Caleb also distributed open house agendas. He offered the following advice for staying on point during open house discussions:

- Make sure to use the answers on the talking points sheet; it could help with unexpected questions.
- Stay focused on the Provo bond and talking points; don't get sidetracked by unexpected questions.
- Advise patrons they can fill out feedback sheet if they need additional information; remind them we're still in the input gathering process.

Following the bond open house presentations, handouts will be prepared with the talking points. It will also be posted on the website.

Name badges are being prepared for board members; they should arrive 15 minutes early. All Facilities Advisory Committee members as well as district council members are encouraged to attend.

## **D. Policies (15 min.)**

Superintendent Rittel reviewed the following policies, reminding board members all proposed policies are new policies: some of these have appeared in one form or another in a former "employee handbook" which minimally met the legal standard of functioning as a policy.

1. Policy Series 5000 (Personnel) has several new policies that have been developed, reviewed, and vetted in consultation with a district/PEA/PESP policy committee. The topics at hand for the policies include Conflict of Interest, Overtime, and Alcohol/Controlled Substances.
2. Policy Series 1000 (Board of Education): this may well be the final Series 1000 policy for some time. Policy 1700 "Compensation and Benefits for Board Members" was discussed when the rest of the 1000 series was approved in August 2013.

#### Policy 1700, Compensation and Benefits for Board Members

- Member Pettersson sought clarification on the medical benefits premium percentage board members would pay, which is 20%.

#### Policy 5251 Conflict of Interest

- In response to board member feedback, PEA Vice President Kathy Giles clarified teachers would only need to go through the approval process for an additional job if the second job is in direct correlation to their current job.

#### Policy 5281 Alcohol and Controlled Substances

- In response to board member feedback, Supt. Rittel stressed the policy would be implemented and processes monitored by building administrators. Observations would be conducted in a sensitive manner.

#### Policy 5350 Overtime

- Stating there is a particular sentence in the policy that generates confusion, Supt. Rittel recommended the board either approve the policy conditionally upon a revision of the sentence, or table it for a month pending clarification.
  - The board was in agreement that the policy should be tabled for a month pending clarification by the Human Resources Department.

## E. School Choice Process (5 min.)

Prior to November 30, the board needs to announce the policies and procedure to follow for choice, and designate which schools and/or programs will be available for open enrollment for the following school year. The updated school choice open enrollment period for the 2014-2015 school year will be December 1, 2013 through February 21, 2014.

### A. Schools Open/Closed to Choice

1. It is recommended that all elementary and secondary schools be open for school choice, until the grade level, class, or program reach 90% of capacity. (Capacity being determined by building capacity.) It is also noted in the Board policy, "If there are more requests than can be accommodated at a particular school, or if the number adversely affects the resident school, a lottery will be used to determine which applicants will be approved."

In response to board member feedback, Student Services Executive Director Gary Wilson shared the additional following information:

- The process is underway to establish procedures for determining capacity. State law will need to be referenced and used as guidelines.
- Portable classrooms were retained at Wasatch following the previous bond (which was passed, in part, to remove portable classrooms) to accommodate BYU students over the summer. The principal has indicated she will need the portable classroom space for the 2014-2015 school year if Wasatch enrollment is not capped.

It was recommended that the Wasatch and Edgemont enrollment numbers be evaluated prior to the 2014-2015 school year to determine if class / grade level enrollment should be capped.

Additional information pertaining to student enrollment from charter schools and neighboring districts will be gathered for board review at a later date.

No Board action is required during the business meeting.

## F. Health Education Curriculum Materials Review Committee (5 min.)

Science and CTE Director Jared Ferguson reviewed the background, stating that in compliance with Utah Administrative Code R277-474 School Instruction and Human Sexuality, local school boards are required to annually approve the appointment of members to the district's Curriculum Materials Review Committee (referred to in Provo as the Health Education Curriculum Review Committee). This committee does not write or change policy, but rather reviews curriculum and support materials specific to human sexuality instruction. In addition, the committee is to authorize all guest speakers along with their materials relative to human sexuality education prior to their/its presentation to students. All health teachers are trained on video review procedures by the state.

The District Health Education Curriculum Review Committee meets on an "as needed" basis, but usually convenes two to three times per year. The committee consists of 20 members; three of whom are registered nurses. Some committee members have been retained for consistency in spite of the fact that they no longer have students in the system.

Board members considered the following proposed committee members, all of whom have agreed to serve:

- Ben Ross, Timpview High School Teacher
- Camille Williams, Provo High School Teacher
- Charles Ay You, Provo High School Counselor
- Clarissa O'Conner, Parent
- Denise Abbott, Timpview High School Teacher / Registered Nurse
- Diane Struck, Centennial Middle School Teacher
- Don Johnson, Centennial Middle School Teacher
- Emmy Gongora, Parent
- Jared Ferguson, District Representative
- Jason Cox, Amelia Earhart Elementary Principal
- Kimberly Boyd, Dixon Middle School Teacher
- Kristi Foodit, Parent
- Lindsay Baccus, Centennial Middle School Teacher
- Lisa Harmon, School Nursing Supervisor / Registered Nurse
- Mary Ann Christiansen, Parent / Registered Nurse
- Miriam Campbell, District Social Worker
- Randon Olsen, Independence High School Counselor / Teacher
- Sadie Cox, Parent
- Sisila Rosales, Parent
- Trilby Cope, Parent

Member Checketts recommended striving for more of a gender balance among committee members. The motion for approval will be amended accordingly.

## G. Fee Waivers / Student Travel (5 min.)

Supt. Rittel reviewed the background:

In recent board meetings, the topics of fee waivers and the approval of student field trips occupied a significant amount of the meeting time. Although the Fee Waiver policy was passed, what additional information was/is being sought by the board? Although all of the trip approvals took place, the duration of the process was approximately one hour, and nearly 40 trips required approval. In years passed, student travel for CTE programs was approved by the superintendent; board approval was not requested. Would the board like to revert to the previous practice?

Board Discussion:

- Member Staples: There weren't many concerns / questions for Jared to address regarding the CTE travel requests; feels the old process would work. What's the impact of fee waivers on student travel? What's the percentage of fee waivers?
- Member Poulsen: The old approval process works. Fee waivers took up more discussion time than questions about the trips.

Superintendent Rittel indicated additional information regarding fee waivers and length of trips will be compiled for the Feb. board retreat. The Board will review the student travel policy and procedures at that time.

## H. School Improvement Plans (5 min.)

State law requires School Improvement Plans (SIPs) be board approved. Since this is the first year schools have been required to submit a plan, Supt. Rittel recommended the board allow him and Exec. Director of Elementary Education Gaye Gibbs to approve the forms in the board's behalf this year.

Supt. Rittel and Director Gibbs were granted the authority to approve the plans this year.

## I. PUPs Program Report (20 min.)

Ray provided general information as follows:

The School Board has asked for basic information related to the Provo Unlimited Progress (PUP) Gifted Magnet Program at Provo High School.

The PUP GT Magnet Program for identified 7th and 8th grade students began in the fall of 2010 following a structure that had been used at West High School in Salt Lake for over twenty-five years. Mr. Morgan provided some information and summary data related to the PUP program. If board members would like additional information or more specific detail, they can request that of the assistant superintendent.

Presentation points included:

Purpose of PUP

Brief History

Three Year CRT Summary

PUP Enrollment by Feeder School

Pup Enrollment by Gender

PUP Class Schedules

What PHS Administrators Say About PUP

PUP Teachers' Observations

- There were no tests last year for students who took secondary math I, II or III. This year there will be a SAGE test for those subjects.
- More CTE courses will be opened for GT students next year.
- There is a need for more teachers to have their GT endorsement in order to teach PUP students.

Additional information requested by board members:

- Is the program working for students not enrolled in PUPs?
- Are PUP students being treated well / is there bullying that goes on outside of the classroom?
  - Mr. Morgan indicated he has not had any reports regarding mistreatment of PUP students.
- Gather data from general staff at PHS.
- Are there things teachers have observed that may not be working well for the remainder of the population.
- PUP enrollment for elective classes.

## J. Student Art Contest & Purchase? (5 min.)

It is generally felt that the halls of the district office building are too scarce in terms of displaying student art. The board is asked to consider a new effort to add more Provo City School District student artwork to the district office.

Visitors to the district office often remark about the dingy and worn feel of the facility. One way to change this impression is to display student artwork (2D drawings, paintings, etc.) from students/schools within the district.

The board considered the following proposal by Supt. Rittel to develop a process for selecting and acquiring student art each June. The selected items would then be framed and put on display on the main walls of the district office.

### **The Problem to be Addressed by this Proposal**

The Provo City School District office building currently has no displays of student art work. We are embarking on an effort to a) include more student work on display in the district office, and b) change to impact/impression of the district upon visitors to the district office by freshening the displayed items.

Part of the plan being considered by district administrators includes new paint and other cosmetic (and inexpensive) changes. A large part of our plan includes an appealing way of displaying student 2D (sketches, paintings, etc.) art work in the district office building.

### **The Proposal**

It is recommended that the Board of Education begin a new tradition for inviting submissions and selecting desirable student art work to be framed and displayed in the district office.

It is further recommended that the Board agree upon a selection process (1 elementary piece, 1 middle school, and 1 high school) and that the works would be purchased. Suggested purchase prices would be \$50 for elementary, \$100 for middle school, and \$150 for high school. The works would then be framed.

The funds used to purchase the art work would come from the board or superintendent budget, along with the cost of quality framing.

It is further proposed that this becomes an annual activity. After a certain time, it may become necessary to retire certain pieces, at which time the board would direct district administration of possible options, such as returning it to the school for display or other alternative.

### **Timeline:**

- |                   |   |
|-------------------|---|
| • January 2014    | Announce the competition in the district. Currently enrolled district |
| students only     |   |
| • May 15          | Closing date for submissions  |
| • May 16 – June 5 | Board reviews and selects the winners                                 |
| • June 10         | Board announces winners and art purchases at the board meeting.       |
| • July 15         | The items are displayed   |

### **Board feedback:**

- Member Poulsen: In order to display more than three pieces of artwork, the best art from each school could be gathered rather than purchased, framed and displayed on loan in the district office, then returned to the family at the end of the year.
- Additional option: Schools doing a board presentation can bring student artwork to display for the month.

A revised proposal will be brought before the board for additional discussion during a future meeting.

## **K. Board Vacancy Discussion (5 min.)**

Supt. Rittel stated that after reviewing the law, it was determined all six applicants will be interviewed. Supt. Rittel will get clarification on whether interviews need to be conducted in public. All board members need to be present; all board members need to vote. Interviews will take place Wed., Dec. 4 from 3-5:30 in the Professional Development Center at the district office.

## **L. BoardDocs Evaluation (10 min.)**

Following discussion of the pros and cons of the BoardDocs application, it was determined that the district

would renew the subscription.

## M. Consent Calendar Review & Questions

## N. Upcoming Calendar Items

## O. Motion to Adjourn

I move we adjourn the study session.

Motion by Jim Pettersson, second by Vance Checketts.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

## **2. 7:00 p.m. Business Meeting**

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### A. Welcome: President Michelle Kaufusi

7:02

Kerry and Melissa excused.

### C. Opening Remarks: Member Jim Pettersson

### D. Pledge of Allegiance: Sagel Sights, Dixon Middle School Student

## **3. Community Connections**

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### A. Employee Recognition: Schools & Principals Making Significant Progress

Executive Director of Elementary Education Gaye Gibbs introduced the elementary principals who were being recognized:

Alex Judd, Missy Hamilton, Jason Cox, Drew Daniels, Steve Oliverson, Dennis Pratt

### B. School Report: Dixon Middle School: Jarod Sites, Principal

Principal Jarod Sites shared a PowerPoint presentation about Dixon Middle School. Talking points included:

Current Year Statistics

Enrollment 840 students

Teachers: 40

Demographics

School Goals 2013-2014

Student Achievement Data Trend  
Language Arts  
Mathematics  
Math 7  
Pre-Algebra  
Algebra  
Geometry  
Science  
Working to develop the STEM program  
Overall Proficiency Scores

Points of Pride

Challenges

Strategies for Increasing Student Achievement

Our Next Steps

Questions:

What has Jarod observed regarding the iPad Initiative at Dixon?

Jarod: It's been rocky and great in many ways. Writing scores are a direct result of how English department uses the iPads. Can sometimes be a distraction for students but it's also been a great opportunity.

Vance: Bond Open House Nov. 21, 7:00 at Dixon.

Julie: Thanked Jarod for the work they're doing.

## C. Announcement of Board Candidate Interviewees

Board candidate interviews will take place Dec. 4 from 3-7. 20 minutes each. Short executive session will follow.

## D. Public Input

# 4. Business Items

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## A. Approve Policy 5251 Conflict of Interest

I move that we approve new Policy 5251 Conflict of Interest (with the agreed upon language changes that occurred during the board's study session).

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

## B. Approve Policy 5281 Alcohol / Controlled Substances

I move that we approve new Policy 5281 Alcohol/Controlled Substances (with the agreed upon language changes that occurred during the board's study session).

Motion by Steven Staples, second by Julie Rash.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

### C. Approve Policy 5350 Overtime

### D. Approve Policy 1700 Compensation and Benefits for Board Members

I move that we approve new Policy 1700 Compensation and Benefits for Board Members (with the agreed upon language changes that occurred during the board's study session).

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

### E. Approve Health Education Curriculum Materials Review Committee Membership

I move we approve the proposed membership of the Health Education Curriculum Materials Review Committee for the 2013-2014 school year, with the inclusion of additional male members.

Motion by Vance Checketts, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

### F. Approve Large Purchases

I move for approval of the Timpview High School computer lab replacements for \$54,000.

Motion by Marsha Judkins, second by Vance Checketts.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

## 5. Consent Calendar

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### A. Board Minutes as Part of the Consent Calendar

Resolution: I move we approve the board minutes as posted.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples



## B. Oct. 8 Study Session & Business Meeting

I move we approve the consent calendar.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

## C. Oct. 22 Study Session

I move we approve the consent calendar.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

## D. Personnel Report as Part of the Consent Calendar

Resolution: I move we approve the personnel report as posted.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

## E. Home School/School Choice/eSchool Report as Part of the Consent Calendar

Resolution: I move we approve the home school and school choice reports as posted.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

## F. Financial Reports as Part of the Consent Calendar

Resolution: I move we approve the financial reports as posted.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

## G. Approve the Consent Calendar

Resolution: I move we approve the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

## 6. Board Member Reports

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### A. Member Jim Pettersson

Member Jim Pettersson reported on his assignment as a member of the Liaison Committee, comprised of the teachers association and classified employees association. It's an opportunity for representatives of employees to meet and discuss negotiations. Interest-based bargaining started at points of common interests in achieving goals. It's proactive, allows all parties to come together in harmony to meet the needs of all interests. PESF President Lisa Pulver and PEA President Christy Giblon, PEA VP Kathy Giles were recognized.

President Michelle Kaufusi reported on her visit with Utah Speaker of the House Becky Lockhart, along with Supt. Rittel and Board VP

## 7. Superintendent's Report

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### A. Approved Student Travel

### B. Title I Recognition

### C. USTAR Grant Award

### D. PHS 1st Quarter Highlights

### E. THS 4A State Golf Championship

### G. THS 4A State Soccer Final

H. Marching Bands Take Over BYU Stadium

I. VEX Robotics Kits Donation

J. Utah Education Support Professionals Day

## **8. Adjourn**

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### **A. Motion to Adjourn**

I move we adjourn the business meeting.

Motion by Jim Pettersson, second by Steven Staples.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples